

# MVE Waiver (Certificate of Release) Instructions

Missouri Revised Statutes Section 217.575 provides that state or political subdivisions are required to purchase MVE goods or services. Exception requests must be submitted on the Certificate of Release (referred to as Waiver) form which follows.

**Please submit your waiver request via email to MVE at the following email address:  
[doc.mvewaiverreview@doc.mo.gov](mailto:doc.mvewaiverreview@doc.mo.gov)**

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- Request for waiver should be submitted prior to purchase from an outside source.
  - Upon receipt of waiver, MVE Waiver Review Team will provide approval/disapproval within two business days. MVE will email the approved/disapproved waiver to the contact person listed on the form.
  - If approved, MVE will assign a Certificate of Release number. Approved waivers are valid for a one-time purchase only and must be purchased within 90 days from approval date unless stated otherwise.
    - Requester should enter Certificate of Release number in the COMMENT field in SAMII or attach the waiver in MissouriBuys. MVE will review the purchase documents and will be able to process in a timely manner if this information is included.
  - If you have not received a response within two days, you may contact MVE at 800.392.8486.
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## INSTRUCTIONS:

1. Section 1 – Please complete all information for the requesting agency, including an email address, so we can return the waiver to you.
2. Section 2 – Please enter the vendor information.
  - a. Enter vendor name and address for the vendor you wish to purchase from.
  - b. The item information is for the items/services you wish to purchase from the vendor – not MVE information.
  - c. Include item number, description, material, color, quantity, unit price and total price for all items including shipping fees.
  - d. Furniture, chairs, metal and engraving – attach a picture or drawing.
  - e. Clothing – attach picture and graphic file; include brand name, style number, fabric blend, all specifications and special properties, color, size and quantity.
  - f. Chemicals – please attach a Safety Data Sheet.
  - g. Justification as to why the item(s) cannot be provided by MVE (i.e., delivery requirements, cost, style issues, etc.)
3. Section 3 – This section is for MVE use only.



**CORRECTIONAL INDUSTRIES**

**State of Missouri**  
**Missouri Vocational Enterprises**  
 1717 Industrial Drive, Jefferson City, Missouri 65102  
 P: 800.392.8486 | M-F 8am - 5pm  
<https://docservices.mo.gov/mve/>

Certificate of Release | Missouri Statute 217.575

REQUEST DATE
RELEASE NUMBER (MVE USE ONLY)

## REQUESTING AGENCY

<b>SECTION 1</b>	DEPARTMENT	DIVISION	UNIT
	CONTACT PERSON	TELEPHONE NUMBER	EMAIL ADDRESS
	STREET ADDRESS		
	CITY, STATE, ZIP		

## VENDOR INFORMATION

<b>SECTION 2</b>	VENDOR NAME				
	ITEM NUMBER	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE	TOTAL PRICE
				SHIPPING FEES	
				GRAND TOTAL	
	WHY WAS A WAIVER REQUESTED?		IF YOU HAVE HAD A DISCUSSION WITH MVE, PLEASE PROVIDE A BRIEF SUMMARY OF THE CONVERSATION; INCLUDING NAMES AND DATES.		

## MVE USE ONLY

<b>SECTION 3</b>	<input type="checkbox"/> <b>APPROVED</b> UNLESS OTHERWISE STATED, THIS WAIVER IS FOR A ONE-TIME PURCHASE AND ITEMS MUST BE PURCHASED WITHIN 90 DAYS. <input type="checkbox"/> <b>DENIED</b>		
	REVIEWED BY (SIGNATURE)	PRINT NAME & TITLE	DATE
	DATE RETURNED TO CLIENT	MVE COMMENTS	